



DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
U.S. ARMY HEALTH READINESS CENTER OF EXCELLENCE  
3630 STANLEY ROAD  
JBSA FORT SAM HOUSTON, TEXAS 78234-6100

REPLY TO  
ATTENTION OF

MCCS-OPE

29 December 2016

**EFMB Test Control Office Orders Reproduction Standard Operating Procedures**

1. **PURPOSE:** This Standard Operating Procedure (SOP) contains procedural guidance for processing Expert Field Medical Badge (EFMB) Permanent Orders for individuals that have lost original orders.

2. **REFERENCES:**

- a. AR 600-8-22, Military Awards & Decorations, 25 Jun 15
- b. AR 600-8-105, Military Orders, 28 Oct 94
- c. AMEDDC&S PAM 350-10, Nov 11

3. **GENERAL:**

"The goal of the total Army awards program is to foster mission accomplishment by recognizing excellence of both military and civilian members of the force and motivating them to high levels of performance and service." – AR 600-8-22.

All recommendations for reproducing EFMB orders will be prepared in accordance with this memorandum and cited references.

All Soldiers will be considered for, but are not entitled to have Expert Field Medical Badge orders reproduced without proper documentation. If the EFMB Test Control Office declines the reproduction of an individual's EFMB Orders, a memorandum of notification will be sent to the individual and individual's unit. A copy of the memorandum will be maintained at the EFMB Test Control Office in hosting unit's folder.

Medical Command (MEDCOM) is the only command authorized to reproduce EFMB orders that have been approved thru the EFMB Test Control Office.

Prior to submission of request to reproduce orders, the EFMB Test Control Office will certify eligibility on AMEDDC&S FORM 1232 and sign block 22.

- a. EFMB Test Control Office will fill out required blocks of AMEDDC&S FORM 1232.
- b. Depending on the year the EFMB was hosted, older versions of AMEDDC&S FORM 1232 are authorized.

MCCS-OPE

SUBJECT: Standard Operating Procedures (SOP) for reproducing EFMB Orders

**4. GENERAL GUIDANCE TO REPRODUCE ORDERS:**

a. MEDCOM will only make minor administrative corrections to AMEDDC&S FORM 1232 and will not change the content except to correct spelling, grammar and convention errors. This assistance by MEDCOM is provided as a method of reducing the administrative processing time of orders and to increase accuracy. EFMB Test Control office is solely responsible for ensuring submissions are in compliance with applicable regulations, policies and standards.

b. Soldiers that are missing EFMB orders must complete the attached, EFMB Orders Request form and submit request to the EFMB Test Control Office.

**5. SOLDIER'S DUTIES AND RESPONSIBILITIES:**

a. Verify that EFMB Orders are not on OMPF or microfiche.

b. Complete attached EFMB Orders Request form.

c. Submit all documents that are related to being awarded the EFMB.

d. The completed and signed orders request form and additional supporting documents can be scanned or sent by mail.

(1) Email to the address below:

[usarmy.jbsa.medcom-ameddcs.mbx.efmb-test-control-office@mail.mil](mailto:usarmy.jbsa.medcom-ameddcs.mbx.efmb-test-control-office@mail.mil)

(2) Mail to address: US Army Medical Department Center and School, EFMB Test Control Office (MCCS-OPE), 3630 Stanley Road, Suite 336, Fort Sam Houston, TX 78234-6100.

**6. EFMB TEST CONTROL OFFICE DUTIES AND RESPONSIBILITIES:**

a. Review the request.

b. Verify the hosting unit folder for documentation that the Soldier has received a "GO" on all critical performance areas and task

(1) Ensure the Soldier has met all prescribed critical performance areas and tasks prior to requesting orders to be reproduced.

(2) Request the individual scan all documentation related to the award of the EFMB.

MCCS-OPE

SUBJECT: Standard Operating Procedures (SOP) for reproducing EFMB Orders

(3) Fill out AMEDDC&S FORM 1232 to ensure all requirements have been met. May need to use an older version of the form depending on the year the EFMB was awarded.

c. Ensure the EFMB Orders database is updated. If no orders are in the host unit file, and no documentation to prove the badge was awarded the following statement will be sent to the individual and unit command.

*We cannot confirm or deny that the EFMB has been awarded. The EFMB Test Control Office recommends that if there is no official proof of EFMB orders, the EFMB should be removed from your ERB/ORB and it can no longer be worn on the uniform until actual orders can be produced. A certificate cannot be used in place of orders.*

d. If host file contains information that proves the Soldier was awarded the EFMB, the EFMB Test Control Office will prepare the appropriate version of AMEDDC&S FORM 1232.

#### **7. PROCESS THE REQUEST FOR ORDERS:**

a. Fill out appropriate version of AMEDDC&S FORM 1232.

b. Thru block will be EFMB Test Control Office, FSH, TX 78234.

c. To block will be MEDCOM G1, FSH, TX 78234.

d. AMEDDC&S FORM 1232 will be signed by the EFMB Test Control Office OIC.

e. Complete a Staffing and Action Sheet with all required information and scan it along with AMEDDC&S FORM 1232. All forms will be forwarded to MEDCOM G1.

f. Once the request is reviewed and approved, orders will be produced and assigned Permanent Order Number.

g. Upon approval/disapproval of the orders, MEDCOM G1 will contact EFMB Test Control Office for pick-up. EFMB Test Control Office will ensure the database is updated, make a copy of orders for host unit file, and forward copy to individual.

8. Additions to this Standard Operating Procedure will be added and provided as necessary.

MCCS-OPE

SUBJECT: Standard Operating Procedures (SOP) for reproducing EFMB Orders

9. Point of Contact is the undersigned @ 210-221-6955 or [dwayne.rhodes.mil@mail.mil](mailto:dwayne.rhodes.mil@mail.mil)

A handwritten signature in black ink, appearing to read "Dwayne Rhodes". The signature is fluid and cursive, with the first name "Dwayne" and last name "Rhodes" clearly distinguishable.

DWAYNE RHODES

CPT, USA

EFMB Test Control Office OIC

MCCS-OPE

SUBJECT: Standard Operating Procedures (SOP) for reproducing EFMB Orders

**ENCLOSURE 1**



US Army Medical Department Center and School  
EFMB Test Control Office (MCCS-OPE)  
3630 Stanley Road, Suite 336,  
Fort Sam Houston, TX 78234-6100.



Once form is complete email to the address below: <a href="mailto:usarmy.jbsa.medcom-ameddcsc.mbx.efmb-test-control-office@mail.mil">usarmy.jbsa.medcom-ameddcsc.mbx.efmb-test-control-office@mail.mil</a>		
NAME:	RANK:	SSN:
UNIT ADDRESS:	HOME PHONE:	WORK PHONE:
EMAIL ADDRESS: @		
UNIT COMMANDER NAME:		UNIT CDR PHONE:
UNIT COMMANDER EMAIL ADDRESS: @		
UNIT 1SG NAME:		UNIT 1SG PHONE:
<b>PROVIDE INFORMATION ABOUT EFMB:</b>		
LOCATION:	YEAR:	
REASON FOR REQUEST: (Must mention reason that orders have been lost)		
SIGNATURE:		DATE:
<i>The EFMB TCO website is located on the Army Knowledge Online (AKO), which may be viewed by logging on to AKO first, then at: <a href="https://www.us.army.mil/suite/page/140048">https://www.us.army.mil/suite/page/140048</a>.</i>		

AMEDDC&S FORM XX-XX (5 NOV 2013)

MCCS-OPE

SUBJECT: Standard Operating Procedures (SOP) for reproducing EFMB Orders

**ENCLOSURE 2**

**EFMB Orders Criteria Checklist**

1. Soldier rank, name, SSN, MOS, unit:

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2. EFMB requirements:

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Meet all requirements listed on AMEDDC&S FORM 1232

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ERB or ORB

3. Rank, name, and signature of EFMB Test Control Officer OIC verifying above named Soldier meets all EFMB criteria on AMEDDC&S FORM 1232

4. ADDITIONAL DOCUMENTATION:

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